



# **Clarke County Fire and Rescue**

## **Standard Operating Guideline**

<b>Subject:</b> Vehicle and Equipment	<b>SOG:</b> 300.04	<b>Page</b> 1 <b>of</b> 2
<b>Category:</b> Personnel – Vehicle and Equipment		<b>Sub Category:</b>
<b>Approved by:</b> Fire and EMS Director		<b>Effective Date:</b> 12/12/2016

### **Purpose**

To establish a Standard Operating Guideline for all employees operating emergency vehicles and equipment, this includes the use of I AM Responding to assist with proper vehicle use.

### **Definitions**

The following definitions have been adopted for use;

- **IAMRESPONDING** – A commercial product used by all Clarke County Fire and EMS stations to assist with the response to emergency calls.
- **Dispatch** – A facility from which resources are directly assigned to an incident
- **Specialty Apparatus** – Unit such as a Rescue, Truck or Boat

### **Procedure**

1. General requirements
  - a. Vehicles and equipment shall be maintained in a constant state of readiness and availability for complete and immediate use.
  - b. Employees shall be responsible for the use and care of vehicles and equipment assigned to them or entrusted to their care.
  - c. Employees shall immediately report any loss, damage, or malfunction of apparatus or equipment to the Department Chief or Company designee and the Director. Damage, destruction, or loss due to the employee's negligence may result in his/her termination.
  - d. Employees required to drive a vehicle owned or operated by the company shall possess an appropriate and valid driver's license and any certifications required by the department.
  - e. Employees shall drive in a safe and prudent manner and shall obey all applicable federal, state and local traffic regulations when driving or operating vehicles owned by Clarke County Government or volunteer departments.
  - f. Employees shall properly wear safety restraint devices whenever driving or riding in a vehicle owned or operated by Clarke County Government or any Volunteer Department.

- g. Employees shall not use tobacco products while driving or riding in a vehicle owned or operated by Clarke County Government or any Volunteer Department.

2. Use of volunteer department vehicles

- a. Vehicles owned or operated by the volunteer departments shall be used for county or department business only. County or department business means any authorized work or activity performed by the by the employee on behalf of the county or the department.
- b. Department vehicles may be used to procure meals or groceries for station meals. When obtaining groceries, an employee must maintain radio contact and remain available for calls per standard protocol.

3. Responding to emergency calls

- a. At the beginning of each shift employees will place their PPE on the primary Medic Unit.
  - b. When an emergency medical call is received from dispatch the crew (career and any volunteer(s)) shall immediately respond using the primary Medic Unit and/or response unit as needed. It shall be the goal of all personnel to respond within 90 seconds of time of dispatch.
  - c. If dispatch requests a fire suppression, specialty apparatus or brush unit the career personnel in the station will do the following:
    - a. Identify if there are enough volunteers in the station to take the unit fully staffed. If there are a significant number of volunteers in the station to respond with a fully staffed unit the career personnel will remain in quarters.
    - b. If there are not enough volunteers in the station the career personnel will proceed to get their PPE form the primary Medic Unit.
    - c. After obtaining their PPE personnel will identify if there are any volunteer members responding to the station via the IAMRESPONDING screen in the station.
    - d. If volunteer members are responding to the station the crew will assist them in obtaining their PPE and getting the requested unit ready to respond. If upon arrival and before the 5 minute response check enough volunteers are in the station to respond fully staffed, the career personnel will remain in quarters. If there are not enough volunteers to respond with a fully staffed unit, one or both crew members will assist in completing the minimum staffing levels and respond on the call. If at or before the 5 minute response check no volunteers have arrived at the station the crew will respond with the required unit.
- Minimum staffing levels for the different types of units is listed below.

Unit	Minimum Staffing Level
Engine, Wagon, Truck	3
Medic Unit	2
Tanker, Brush	1
Utility, Response	1

- d. It is the goal to respond to all emergency incidents quickly and with a fully staffed unit.